



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MAINTENANCE MANAGEMENT COORDINATOR II	37	B	7.736
MAINTENANCE MANAGEMENT COORDINATOR I	35	B	7.737

SERIES CONCEPT

Maintenance Management Coordinators maintain the Maintenance Management System by reviewing, verifying, inputting and extracting data. Incumbents perform inspections/audits maintenance operations and conduct training for maintenance personnel in order to ensure quality of work performed and compliance of standards and guidelines and perform related work as required.

Maintains various data case files/inventories regarding maintenance equipment, costs and activities by conducting physical inventories and/or collecting and compiling information from existing files and contracts and other personnel. Updated information is used to provide management with accurate and timely data, generate preliminary budgets for each district, and prepare bid specifications for acquisition of materials.

Produces maintenance budgets by generating reports from data base and distributing sub-districts, reviewing and discussing with sub-district all modifications made by the district to preliminary budget report to ensure compliance with standards and guidelines, verifies the accuracy of all data and inputs data into system and generates a final version.

Conducts field reviews, audits and quality assurance inspections of district maintenance crews, maintenance activities and district financial accounting documents including on-site observation to ensure accuracy of information of data entered into the system data base and compliance with system procedures. Prepares and submits report summarizing findings and recommendations.

Implements and prepares special research projects to investigate new materials and technical methodologies for highway maintenance. Prepares work programs for the implementation and completion of studies and presents results in written form in order to meet maintenance program recommendations. Conducts field tests for conformance to grade and viscosity standards for asphalt. Coordinates with and provides information and recommendations to the Research and Engineering Commission, Strategic Highway Research Program, Transportation Research Board and Technical Transportation Center to set standards for material specifications.

Monitors metric conversion of computer systems in coordination with consultants and representatives from the Maintenance Management System which includes but is not limited to: planning and program development, paving management, accounting and architecture.

Updates system manual by adding, deleting or changing information to ensure its accuracy.

Provides informational reports to system users as required or upon request.

Coordinates training sessions for maintenance crew members including assessing training needs, collecting and organizing training materials, physical and visual aides, developing a schedule, notifying attendees, coordinating presenters and arranging for diplomas or letters of recommendation. Conducts training sessions at annual training academy.

CLASS CONCEPTS

MAINTENANCE MANAGEMENT COORDINATOR II

Under general direction, performs the full range of duties in the series concept and in addition, implements and manages special research projects for the Maintenance Management System. The Maintenance Management Coordinator II oversees and monitors all phases of field tests for material conformance. Positions allocated to this classification may also be expected to direct, supervise, oversee activities, and provide training to assigned Maintenance Management Coordinator I's. This is the advanced journey level in the series.

MAINTENANCE MANAGEMENT COORDINATOR I

Under direction, performs the range of duties in the series concept at the journey level.

MINIMUM QUALIFICATIONS

MAINTENANCE MANAGEMENT COORDINATOR II

EDUCATION AND EXPERIENCE:

I

Graduation from high school and five years of supervisory experience in highway construction/maintenance including experience working with a highway maintenance management system; analyzing project scheduling, staffing, equipment and materials; applying a variety of local, state and federal regulations pertaining to highway construction/maintenance; performing quality assurance inspections; coordinating training programs; and developing bid specifications for acquisition of equipment and materials; OR

II

Graduation from high school and three years of experience as a Highway Maintenance Supervisor II or two years as a Maintenance Management Coordinator I; OR

III

An equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

(Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Detailed knowledge of: computerized highway maintenance management system; departmental and state purchasing procedures for supplies, materials and equipment. Working knowledge of: state and federal Highway systems and state milepost system; policies, procedures and required elements of the Equipment Certification and Training Program; federal regulations relating to interstate highway maintenance. General knowledge of: financial accounting systems and coding manuals. Ability to: organize and conduct staff training; research, analyze and write specifications for maintenance materials, products, methods, rigid and flexible pavements, surface treatments, and new equipment; produce and analyze computer reports, evaluate data, and make recommendations; develop, review, and update system manuals; conduct field reviews, audits and quality assurance inspections; and all knowledge, skills, and abilities required at the lower level of the series.

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE MANAGEMENT COORDINATOR II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of: financial analysis, planning and budget preparation methods; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards; the use of various instructional methods and lesson plan requirements. Ability to: design, research and interpret study results and recommend courses of action; analyze, project and present the fiscal impact of highway construction and maintenance project proposals; organize, develop and coordinate a large-scale training program.

MAINTENANCE MANAGEMENT COORDINATOR I

EDUCATION AND EXPERIENCE:

I

Graduation from high school and three years of supervisory experience in highway construction/maintenance including experience working with a highway maintenance management system; analyzing project scheduling, staffing, equipment and materials; and applying a variety of local, state and federal regulations pertaining to highway construction/maintenance; OR

II

Graduation from high school and three years of experience as a Highway Maintenance Supervisor I; OR

III

An equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of: highway construction and maintenance methods, procedures, and materials; project planning, staffing and timing; equipment use and repair schedules; computerized maintenance management system and personal computer; departmental and state purchasing procedures for supplies, materials and equipment; roadway distress modes and corrective action. General knowledge of: federal and state regulations relating to the interstate, National Highway, and State Highway system maintenance; metric units and procedures used for unit conversion; traffic control practices and safety requirements in a work zone. Ability to: research, compile and analyze data related to highway construction and maintenance projects, costs, equipment, contracts and materials; prepare written communications such as correspondence and reports; operate a computer terminal sufficient to input, retrieve and manipulate data; make basic mathematical computations including ratios, rates, percentages, measurements of distance, area and volume; calculate stockpile and material needs and usage; effectively communicate with department personnel and other entities; assist in the preparation of bid specifications for highway maintenance materials; review and interpret accounting system information.

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MINIMUM QUALIFICATIONS (cont'd)

MAINTENANCE MANAGEMENT COORDINATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

These are identical to the Entry Level Knowledge, Skills, and Abilities required for Maintenance Management Coordinator II.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.736</u>	<u>7.737</u>
ESTABLISHED:	7/1/93P 9/24/92PC	11/16/72
REVISED:		7/1/93P 9/24/92PC
REVISED:	8/23/94UC	8/23/94UC
REVISED:	3/21/97UC	3/21/97UC